

**Visa/Admin Assistant  
Full Performance Level  
Non-Sensitive**

**06/16/2014  
N31-1415-019**

**This position is advertised under the Locally Employed Staff Program of the United States Mission in China. All Ordinarily Resident (OR) applicants must already have relevant documentation to permanently and legally reside and work in China to be eligible for consideration.**

**Position is subject to funding availability**

**OPEN TO: All Interested Candidates**

**POSITION: Visa/Admin Assistant**

**OPENING DATE: 06/17/2014**

**CLOSING DATE: 07/01/2014  
(Only applications received by the closing date will be considered.)**

**GRADE: Not-Ordinarily Resident: FP-07 USD 40,394 p.a.  
(starting salary, final grade and salary will be determined by Washington)  
Ordinarily Resident: FSN-07 RMB 100,409 p.a.  
(starting salary includes bonus and allowance)**

**The U.S. Consulate General Chengdu is seeking one individual for the position of Visa/Admin Assistant with the Consular Section.**

## **BASIC FUNCTION OF POSITION**

Works under the Consular Section Chief at the direction of the Senior LES supervisor. Performs two basic functions. The first is to screen incoming documentation and information from a variety of sources; to data-enter, track, organize, and file visa applications accordingly to a relatively complicated set of laws and procedures and within a specialized computer system; and print visas while maintaining accountability and responsibility for controlled visa foils. The second is to manage administrative tasks for the consular section, including but not limited to handling the time and attendance for consular local staff, the E2 travel authorization system, manage the contact database, assist in processing diplomatic notes, arranging motor pool requests, procurement, etc. Procedures are generally standard and policies are clearly defined. The employee receives work assignments and tasks according to standard operating procedures and then performs tasks as part of an established process.

***A complete copy of the position description is available in the Human Resources Office.***

## **REQUIRED QUALIFICATIONS**

Applicants **must** address each qualification requirement detailed below with specific and comprehensive information supporting each requirement. Applicants who fail to provide detailed information supporting each requirement **will not** be considered for this position.

### **Education:**

- Associate degree in any social or hard science is required.

### **Experience:**

- A minimum of two year of experience in an administrative or government services or professional position.

### **Language:**

- Level IV (Fluent) speaking/reading/writing in English; Level IV in Chinese is required.

### **Knowledge:**

- Must have considerable knowledge of office computer software.

### **Abilities and skills:**

- Must have the ability to work under continuous pressure and have good interpersonal skills.
- Must be able to draft correspondence in English and Chinese.

## **SELECTION CRITERIA**

When equally qualified, Appointment Eligible Family Members (AEFMs), US Citizen Domestic Partners and U.S. Veterans who are legally residing in country will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

- All completed applications received by the closing date will be reviewed by HR to determine which applicants meet the advertised position's required qualifications. When appropriate, the HR Office will administer necessary skill testing, such as typing, to confirm an applicant's qualifications.
- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

- Current LES employees are ineligible to apply for advertised positions within the first 90 calendar days of their appointment.
- Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- Ordinarily Resident applicants or applicants without a U.S. social security number will be paid according to the Local Compensation Plan in local currency (RMB). There are no exceptions to this regulation.

### **TO APPLY**

Interested candidates for this position should submit the following:

1. Application for Employment as a Locally Employed Staff or Family Member [DS-0174](#); **or**
2. A current resume or curriculum vitae that provides the same information found on the [DS-0174](#); **or**
3. A combination of both; i.e. Sections 1 -24 of the [DS-0174](#) along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. If the DD-214 is not submitted with the application, the applicant will not be considered for Veterans Preference.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.
6. Copy of passport showing Chinese Government approval to permanently and legally reside and work in China (does not apply to Chinese nationals, US EFMs, EFMs, or MOHs)
7. ).

### **SUBMIT APPLICATION TO**

Human Resources Office  
American Consulate Chengdu China  
No. 4 Lingshiguan Road, Chengdu, Zip Code: 610041  
(Please specify the position title in the subject line.)  
Fax: (86-28) 8558-3520

Email: [ChengduHR@state.gov](mailto:ChengduHR@state.gov)  
Website: <http://chengdu.usconsulate.gov>

**CLOSING DATE FOR THIS POSITION: 11:59 P.M. July 1, 2014, Beijing Time**

The US Mission in Beijing provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

**DEFINITIONS:**

**Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

**U.S. Citizen Eligible Family Member (US EFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or

2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

**Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

**Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

**Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

**Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Has the required work permits for employment in country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

